CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW874					
Classification Specification: CONSTRUCTION INSPECTOR					
Salary Range: NR 32					
Position Description: Construction Inspector					
Incumbent:					
Location: Public Works Engineering – Construction Division					

GENERAL PURPOSE:

Under the direction of the Construction Supervisor, or designee, perform construction inspection of public and private construction and improvement projects with an emphasis placed on private development and utility projects; assure compliance with City codes, standards, and contractual provisions of the projects.

Work is characterized by performing independent, routine, and sometimes specialized technical duties requiring the ability to make decisions and take responsibility for such decisions. Duties and responsibilities include, but are not limited to, inspecting public and private construction and improvement work; inspecting the installation of Public Works improvements and associated appurtenances; reviewing construction sites for erosion control measures.

Work is performed under general supervision. The supervisor defines objectives, priorities, and deadlines; and assists the incumbent with unusual situations, which do not have clear objectives or precedents. The incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, polices, procedures, and/or accepted practices. Work is evaluated for technical soundness and conformity with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Inspect public and private construction and improvement work to verify appropriate construction permits, quality control, and compliance with plans, codes, and regulations.

Inspect the construction and installation of public works improvements and associated appurtenances including, but not limited to, streets, curbs, gutters, sidewalks, storm drains, sewers, signals, sewer and storm lift stations, water tanks, reservoirs, detention ponds, fire lines, water lines, water meters, pipes, and related utilities and structures as assigned.

Review construction sites for erosion control measures. Monitor site run off and advise contractors of corrective measures according to established plans, procedures, and best practices as needed.

Communicate with the public as necessary; investigate and resolve public works and private development construction complaints; provide information needed for resolution of claims for

damage against the City; communicate with City departments, personnel, and outside agencies to coordinate efforts and exchange information.

Compile documentation required to verify compliance with City of Kent construction standards and engineering plan requirements.

Attend pre-construction and other construction meetings for private development projects.

Calculate, measure, and document all items of work performed for contract payments.

Notify proper authorities when private development projects are ready for walkthroughs; inspect projects for completion of punch list items and for release of construction bonds.

Inspect work associated with private utilities.

Review laboratory test results of various construction materials (i.e. concrete, steel, asphalt, soil, etc.). Monitor quality control of materials.

Compile information and prepare construction reports, as required.

Check for the proper use and placement of traffic signs at road construction and worksites; review traffic control logs; report any observed or unresolved safety deficiencies involving traffic control, trench safety or public health, etc. to appropriate parties and/or agencies.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- City codes and other applicable regulations related to construction inspection
- Methods, procedures, and materials used in construction
- Proper Public Works inspection methods
- Asphalt concrete paving
- Portland Cement concrete paving
- Math as applied to construction inspection
- Recordkeeping techniques
- Storm and sanitary sewer construction
- Domestic potable water and irrigation conveyance systems
- Miscellaneous utility construction requirements
- Manual of Uniform Traffic Control Devices (MUTCD)

SKILLED IN:

- Effective interpersonal relations using tact, patience, and courtesy
- Effective oral and written communications
- Establishing and maintaining cooperative and effective working relationships with others

- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Remaining professional when dealing with hostile and or irate contractors, owners, and citizens
- Anticipating problems in advance of their occurrence and eliminating them where possible
- Effectively planning and organizing work

ABILITY TO:

- Inspect construction and improvement project work to assure conformance to established standards
- Conduct the work of numerous projects concurrently
- Perform moderate physical labor including, but not limited to climbing down manholes, inspecting pipe, climbing water tanks, walking on irregular terrain, lifting off manhole lids, etc.
- Read, interpret, and apply codes, laws, construction drawing, plans, and specifications
- Learn materials testing procedures
- Read and interpret construction drawings, plans, and specifications
- Communicate effectively both orally and in writing
- Perform all duties in a manner that will promote diligent progress of work
- Thoroughly investigate a problem and possible consequences under strenuous pressure and time frames
- Differentiate between those items that are essential and those that are not
- Maintain records and prepare reports
- Observe legal and defensive driving practices
- Establish and maintain cooperative and effective working relationships with others
- Work safely and efficiently

EDUCATION AND EXPERIENCE:

Education: Graduation from high school supplemented by two (2) years of college-level

technical course work; and

Experience: Two (2) years of increasingly responsible public works or utility construction

experience;

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's

knowledge, skill, and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, cellular phone, copy machine, and calculator.

The incumbent may also be required to operate a City vehicle to travel to and from inspection sites.

Standard and specialized hand and power machines, tools and equipment, including but not limited to, pea gun, levels, and rods to determine elevations and slopes.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear normally with or without mechanical assistance; frequently required to stand, walk, reach with hands and arms, and climb or balance; occasionally required to stoop, kneel, crouch or crawl; regularly required to lift and/or move up to 25 pounds; and occasionally required to lift and/or move up to 50 pounds, with mechanical assistance. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor office environment and an outdoor field environment; subject to driving from site to site; may be exposed to individuals who are irate or hostile; noise level in the work environment is usually moderate in the office and loud in the field.

SIGNATURE	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee		Date	Employee Services Director	/Designee	Date
** Note:		sal; when this	nd updated annually at the time of the employee's position becomes vacant; or, if the duties of this		

Revised: 10/05/04; 11/7/07